**WORKSHOP PROPOSAL** (2023)

Mail to: Lexi Smith

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**Please submit at least 8 weeks in advance!**

**Name:**

**Mailing Address:**

**City:**   **State:**   **Zip:**

**Business Phone:**   **Home Phone:**   **Mobile Phone:**

**Date(s) of proposed workshop**

**Location** (facility name and address)**:**

**Time:**

**Co-Facilitator(s):**

**Local partners involved:**

**Audience:** [ ]  **Early Childhood** [ ]  **PreK-8** [ ]  **PreK-12** [ ]  **Preservice** [ ]  **Secondary** [ ]  **Nonformal** [ ]  **Other Professionals**

(check all that apply)

**Is your workshop open to anyone?** [ ]  **yes** [ ]  **no**

If yes, the date, location and your name and email address will be listed on the PLT website “Calendar of Events.”

**Number of PLT Guides Needed**

PreK-8 Early Childhood GreenWorks! Guides

Secondary Modules:

Focus on Forests Forests of the World

Municipal Solid Waste Focus on Risk

Places We Live Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please respond to the following questions regarding your proposed Workshop Format/Agenda.** Please also submit a workshop agenda that includes a list of activities you plan to feature.

1. Who is your audience and what is the primary focus or overall theme of your workshop?

1. How will you address the topics of professional development, content knowledge, subject area standards, learning styles, etc.?

1. How will you address the goals of environmental education?

1. How will you provide information about PLT’s history and sponsors?

1. Will you introduce how PLT addresses these topics?

[ ]  Learning styles

[ ]  Differentiated Instruction

[ ]  Technology

[ ]  Reading Connections

[ ]  Other topics?

1. Please list or indicate in the agenda what activities you will model.

1. In order to increase participants’ knowledge, will you provide additional content/background information as related to your workshop theme/focus or for the activities you model? Please describe or provide an example or indicate in the agenda.

1. Will you provide lesson planning time for the participants?

1. Will the participants view the PLT website during your workshop?

1. Will you introduce information about additional PLTresources (e.g., GreenWorks!grant program, the *Branch* newsletter?)

1. What payments and costs will be incurred for this workshop that will require payment? ***(advance approval mandatory for reimbursement)***

|  |  |  |
| --- | --- | --- |
| Item | Description | Amount |
| Workshop registration fee  |  |  |
| Other grant, payments, donations |  |  |
| **Total** |  |  |
| Facilitator Stipend |  |  |
| Travel |   |  |
| Materials |  |  |
| Other |  |  |
| **Total** |  |  |